



DEVELOPMENTAL DISABILITIES PLANNING COUNCIL

DRAFT MINUTES

December 10, 2010

9:00 a.m. – 12:00 p.m.

Arizona Department of Administration

100 North 15th Avenue, Phoenix, Arizona 85007

A meeting of the Arizona Developmental Disabilities Planning Council (ADDPC) was convened on September 16, 2010 at the Arizona Department of Administration, Third Floor Conference Room, 100 North 15th Avenue, Phoenix, Arizona 85007. Notice having been duly given. Present and absent were the following members of the ADDPC.

Members Present	
Stephen W. Tully, Chair	Monica Cooper
Karla Phillips, Vice-Chair	David Copins
John Black	John Eckhardt
Barbara Brent	Will Humble
Susie Cannata	Tim Martin
Richard Carroll - Telephone	Edward Myers
Collette Chapman	Rosemarie Strout
Leslie Cohen	Rhonda Webb

Staff/Guests Present	Members Absent
Larry Clausen, Executive Director	David Cutty
Marcella Crane	Greg Devorce
Ashley Starr	Joyce Millard Hoie
Maria Bravo, NAU-IHD/UCEDD	Elmer Sauflie
Karen Hellman, AZ Department of Corrections	Charles Ryan
LaArnie Lucas, Safeway	Bill Manson, Linkages Arizona
Linda Rusay, TETRA	BJ Tatro, Consultant

A. Call to Order

Chairperson Tully called the Arizona Developmental Disabilities Planning Council (ADDPC or Council) meeting to order at 9:05 a.m. and welcomed all members and guests.

- **Conflicts of Interest:**

- Chairman Tully asked that all members with a potential conflict of interest with any of the agenda items please address those conflicts. No conflicts by any council members.

B. Approval of Minutes

- **September 16, 2010**

- Motion to approve was made by Stephen Tully
- Motion seconded by Ed Myers
- Motion carried

C. B.J. Tatro, Retreat Facilitator

Larry Clausen introduced B.J. Tatro to the Council as the Retreat Facilitator. B.J. has extensive experience in working with various state agencies, councils/commissions and programs. Her experience in human services and issues impacting people with developmental disabilities will be valuable at the upcoming retreat.

D. Announcement of Council Members Re-Appointment

Chairman Stephen Tully thanked the Council Members for their service and acknowledged those whose re-appointment was accepted. Members who were re-appointed to the ADDPC include the following: Colette Chapman, Dave Cutty, Greg Devorce, John Eckhardt, Joyce Millard Hoie, and Will Humble.

E. Employment Opportunities for Individuals with Developmental Disabilities

Linda Rusay, Director of Operations for TETRA Services, provided a presentation on the type of employment opportunities and job skills training. TETRA serves individuals with emotional, physical, learning, developmental, and criminal backgrounds that have proven to be a barrier to employment. They provide Computer Skills Training, Employment Readiness Skills Training, Job Development/Job Coaching, Supported Employment Assistance, and TETRA is part of an Employment Network which offers employment services to Ticket to Work beneficiaries. TETRA currently has contracts with DES, Rehab. Services Administration (RSA), the Division of Developmental Disabilities (DDD), Magellan Health Services and Social Security Administration/Maximus. TETRA has a strong partnership with Safeway for employment training as a Courtesy Clerk. In the future, TETRA plans to develop workshops in the areas of Life Skills Training, GED/Preparation Center, Assessment, Resume & Cover Letter writing, and Enclave Development. Ms. Rusay encouraged Council Members to tour their facility or if they know of someone who could benefit from their services to contact TETRA for a referral packet.

Bill Manson is the Director for Linkages Arizona and provided an overview of their organizations' opportunities for employment. Linkages primarily serves three groups, 1) Individuals with developmental disabilities; 2) Employers with quality job opportunities; and 3) Non-profit and for-profit agencies that serve the community. They currently have partnerships with over 100 agencies, and have placed 542 individuals (data from 2009 YR) in competitive employment with 178 different companies. Areas to consider that are very important to individuals with a developmental disability when considering competitive employment is the level of skills the person has, transportation needs, and if medical benefits are offered with the employment.

LaArnie Lucas, is a Manager for Safeway Human Resources. Ms. Lucas stated that Safeway employs over 9000 Arizonans. They have been able to establish a number of training centers that teach employees the skills of a Courtesy Clerk. With this training and their partnerships with Linkages Arizona and TETRA, Safeway has employed a record number of individuals with a developmental disability as Courtesy Clerks.

F. Update on 5 Year Plan

Council Members reviewed the draft timeline for the development of the Council's Five Year State Plan. The timeline takes into consideration the various input necessary by the Council, public consumers and advocates, and finally reviewed by DES as our Designated State Agency. The FY 2012-2016 State Plan is due to the Administration on Developmental Disabilities (ADD) on August 15, 2011.

The current contract with the Sonoran UCEDD to conduct the comprehensive review and analysis is ongoing. A presentation by Dr. Stephen Gaarder will take place at the Council Retreat so that the Council can begin to formulate a draft state plan. ADD is in the process of providing state Councils' new guidelines and rules for the development of the state plan.

G. Executive Committee

Chairman Stephen Tully provided an overview of the discussion and votes on items that were addressed by the Council's Executive Committee on October 25 and November 8, 2010. They are as follows:

- I. PBS proposal by NAU-IHD/UCEDD: The Executive Committee reviewed the additional information provided by NAU for the Positive Behavior Support Network proposal. After much discussion, the proposal failed to receive a second motion for support and therefore could not recommend funding the PBS Network initiative.
- II. 2011 Council Retreat Costs: The committee approved the costs for the Council Retreat of \$5752 that encompass the following – hotel conference facilities, meeting planning services, overnight hotel rooms for members traveling excessive distances, and the use of a contracted facilitator (B.J. Tatro).
- III. Stakeholder Focus Group Costs: The mandatory focus group of stakeholders is to comply with the requirements of the Program Performance Report by ADD and must be conducted by December 31, 2010. In accordance with federal standards, the focus group must involve ten participants. Council staff is not allowed to facilitate the focus group due to conflict of interest issues. Therefore, due to limited time available for completing this task, the Grants Committee and Executive Committee approved the use of \$900 to pay for consultant B.J. Tatro to facilitate the focus group, provide a written report and introduce the findings into the content of the Council retreat.
- IV. Updating 2006 Oral Health Care Report: As a legislative priority from the Public Policy Standing Committee, the Grants Committee supported the funding of \$41,250 to a qualified vendor to update the 2006 Oral Health Care Report commissioned by the previous council. The updated report will reflect current budget issues, the reduction of services imposed by AHCCCS/ALTCS, the numbers and types of persons with developmental disabilities affected, and a thorough analysis of outcomes supported by all available data, measuring the impact of oral health care service reduction and/or elimination.
- V. ADD "Envisioning the Future" Summit Series: ADD hosted several two-day summits around the country to facilitate input from the developmental disability national community and to utilize information gained to shape their strategic plan. ADD sent invitations to three Council members and only Karla Phillips was able to attend. Ms. Phillips will provide information gathered from the Summit at the Council's retreat. The total cost for Ms. Phillips to attend was estimated to be \$950.00.
- VI. LOLA Subscription: In preparing for the 2011 legislative session, it was necessary for Council staff to subscribe for the Legislative On-Line Arizona (LOLA), offered by the Capitol Times. The one year subscription is \$950 and is approved by the Grants Committee.

H. Retreat Ad-Hoc Committee Report

Monica Cooper, Chair of the Retreat Ad-Hoc Committee, provided an overview of the logistics for the upcoming Council Retreat. The Retreat is scheduled for Friday, February 11, 2011, from 9:00 a.m. – 4:00 p.m. A draft agenda has been developed and was shared with the Council members.

Facilitating the retreat will be B.J. Tatro and Sheryl Matney from ITACC. Both will be facilitating discussions on the role of the Council, mission, vision and value statements. Also presenting at the Retreat is Dr. Stephen Gaarder from the Sonoran UCEDD with the findings from the Comprehensive Review & Analysis.

The Retreat will be held at the Crowne Plaza Hotel on 44th street and Washington, as it is the best option due to its central location, accessibility to the public transportation, quality of the facility and there willingness to accept the state rate.

I. Grants Review Standing Committee Report

Chairman Humble discussed the draft Grants and Procurement Management Policies and Procedures that will be used as a guide on how the Council will conduct all grants and procurement processes as defined in state statute. Of specific notice, Mr. Humble discussed the process of how to address Council members that are interested in applying for funds through a non-competitive practice (page 8-9 of the draft). The procedures in place will allow a Council Member to apply for DDPC funds, only if certain requirements are met prior to any decision to award funds. All efforts must be made first to encourage the Council Member to apply through a competitive grants process when it is available. Furthermore, the procedures will allow the full Council to decide and vote on the proposed project idea, as this will ensure a fair and objective means.

Several questions were asked by Council Members for clarification. The document is a draft and can be reviewed on an annual basis to ensure it is still following state law and meeting the needs of the Council's grant making authority. Vice Chair Karla Phillips requested a flow chart to describe the non-competitive process. Mr. Humble stated the draft was reviewed by his agency's procurement staff and they did not have any concerns or further areas to clarify. As a point of clarification, the DDPC staff seeks guidance on most procurement activity through DES.

Edward Myers made a motion was made to accept the draft Grants and Procurement Management Policies and Procedures, with the requested changes as noted by DDPC staff. Motion seconded by John Black. Motion carried.

J. Awarded Grant Status

Marcella Crane, DDPC Contracts Manager, provided a brief update on the status the Council's grants. The four grantee's approved for a 9 month award in September have been officially notified, received their award packet and are in the first quarter of beginning their programs. Narrative and financial reporting is due by January 15, 2011. The four grantees that were selected includes: Best Buddies, Native American Disability Law Center, Pilot Parents of Southern Arizona, and Sonoran UCEDD.

Other contracts that are in place, but through a non-competitive process, have also received their award notification and packet. 1) The Sonoran UCEDD was awarded a one year ISA contract for Project Search Maricopa Expansion. Program is in the beginning stages and committee has regular scheduled meetings in Phoenix. A six month narrative report is due in

April 2011. 2) The Sonoran UCEDD was awarded an ISA contract for one year to conduct the Comprehensive Review & Analysis. Scheduled reports and data findings have been provided, and draft surveys are being completed. Dr. Stephen Gaarder, lead researcher for the CR&A, will be providing the Council an update on his findings at their Retreat in February 2011. 3) The AZ Center for Disability Law has a one year contract to update the Legal Manual. A six month report is due in April 2011. DDPC staff will continue to provide updates on each of contracts as information becomes available.

K. Transition: AZ Graduation Requirements

Larry will need your help here.

L. Executive Director Report

Larry will need your help here.

M. Review of Meeting Dates

Council Retreat Date: Friday, February 11, 2011

Next Meeting Date: Friday, May 20, 2011

N. Business Updates and News

Leslie Cohen handed out the Sonoran UCEDD Semi-Quarterly Newsletter.

Monica Cooper gave a brief update on her attendance at the NACDD Conference in Orlando, Florida. Ms. Cooper provided posters from ADD to Council Members that were interested in taking one.

John Black encouraged fellow Council Members to attend the ADD Policy Seminar scheduled in Washington D.C., February 14-16, 2011. Mr. Black stated that forming relationships with congressional staff can be very effective to ensure support for important issues.

Karla Phillips stated she learned valuable information at the ADD Summit Series she attended in Denver and will share information at the upcoming Council Retreat. Leslie Cohen stated she also attended the ADD Summit Series in Dallas.

O. Call to the Public

No public members were present.

P. Adjournment

Motion to adjourn was made by Karla Phillips. Motion was seconded by Barbara Brent. Motion carried, and the meeting was adjourned at 11:45 a.m.